

[Date]

[Recipient Name]
[Current Job Title]
[Company Name]

Dear [Recipient Name],

It is with great pleasure that we formally announce your promotion to the position of **[New Executive Title]**, effective **[Effective Date]**.

This promotion recognizes your outstanding leadership, strategic vision, and the significant contributions you have made to the success of [Company Name]. As a member of the executive management team, you will now report directly to [Supervisor Name/Title] and will be responsible for overseeing [Key Department or Strategic Area].

The terms of your new executive appointment are as follows:

- **New Title:** [New Executive Title]
- **Annual Salary:** [New Salary Amount]
- **Executive Bonus Structure:** [Details of Bonus/Incentives]
- **Equity/Stock Options:** [Details if applicable]
- **Benefits:** [Mention any executive-tier benefits]

We are confident that your leadership will continue to drive our organization forward. Please sign and return the attached copy of this letter to acknowledge your acceptance of these terms.

Congratulations on this well-deserved advancement.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Recipient Name], accept the promotion to [New Executive Title] under the terms outlined above.

Signature: _____ Date: _____